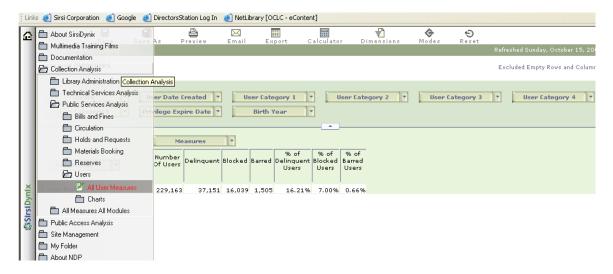
Director's Stations instructions for year-end stats

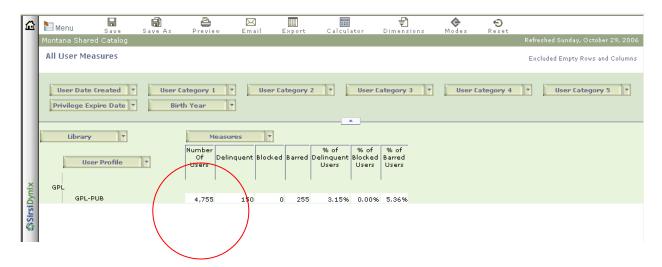
This documentation is intended offer specific instructions on how to use Directors Station to gather much of the public library statistics that the Montana State Library requires annually from each library. For more general instruction on using Directors Station please contact MSC staff and/or refer to the PowerPoint available on the MSC homepage (http://montanalibraries.org/MSC/MLNmsc-home.htm) or see the documentation and multimedia training films available in the Directors Station.

1) Number of registered borrowers

• Follow the path below and select the **All Users Measures** report.

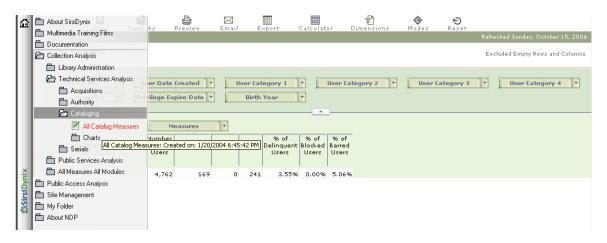


- Bring the **Library** dimension from the pool to the left side of the report and insert it **above** the User Profile dimension.
- Select the appropriate library or group of libraries.
- Select the user profiles associated with your users to limit the count to just user records so as to exclude system users.

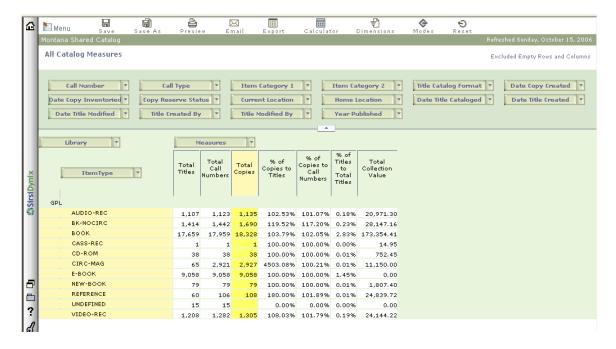


2) Collection numbers by item type

• Follow the path below and select the **All Catalog Measures** report.

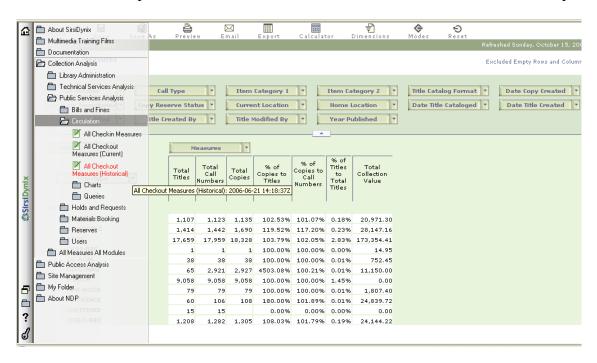


- Select the appropriate library or group of libraries.
- Bring down the Item Type dimension from the pool and insert it **below** the Library dimension.
- Open the Item Type dimension and deselect All Item Types to get a breakdown by item type. (**Note, you can use the Calculator function or export your report to Excel to get totals if your collection is broken down into more discreet item types than required by the statistics, ie. all print materials).

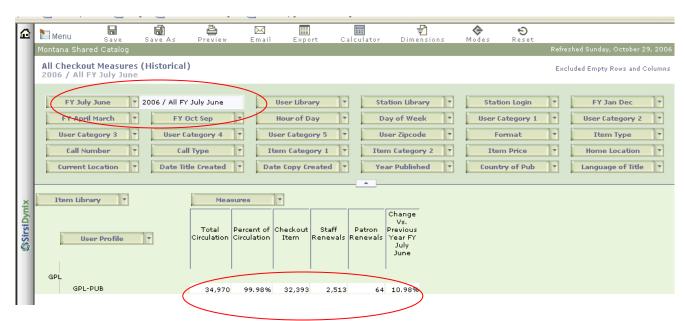


3) FY '06 Circulation, Juvenile vs. Non-Juvenile

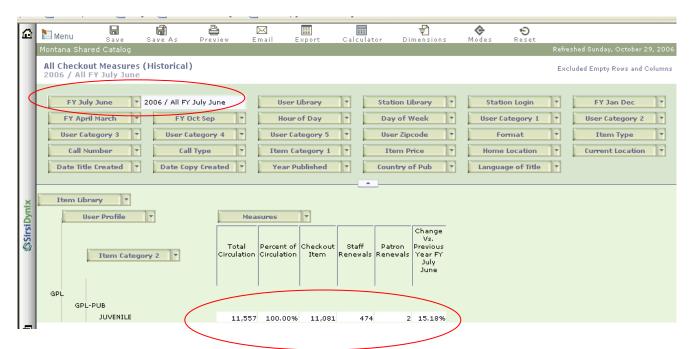
• Follow the path below and select the **All Checkout Measures** (**Historical**) report.



- Within the dimension pool select the appropriate fiscal year from the **FY July June** dimension.
- Bring the **Station Library** dimension from the pool to the left side of the report and swap it out with any other dimension there.
- Bring down the **User Profile** dimension from the pool and insert it **below** the Station Library. Select only those user profiles associated with your users to exclude transactions to system users such as missing or lost.
- Select the appropriate library or group of libraries. Note the circulation stats. (** Note, the Total Circulation measure will include Mark Items used if you use this wizard in your library).



• Bring down the appropriate dimension to identify Juvenile material. This may be based on Item Type, Home Location or Item Category 2. Insert this dimension **below** the User Profile dimension.



- If you use multiple policies to define Juvenile material you may wish to use the Calculator function to combine these policies
- By subtracting the total Juvenile circulation from the total circulation noted above you will get the total non-juvenile circulation.